

REPORTS, RECORDS AND DATA SUBMISSION ORDER

Authority: *Independent School Act*, sections 4 (1) (c) and 6

Inspector's Order 1/91 (I 1/91)	Effective May 28, 1991
Amended by Inspector's Order 2/92 (I 2/92)	Effective November 25, 1992
Amended by Inspector's Order 1/93 (I 1/93)	Effective July 1, 1993
Amended by Inspector's Order 2/93 (I 2/93)	Effective August 5, 1993
Amended by Inspector's Order 2/04 (I 2/04)	Effective March 30, 2004
Amended by Inspector's Order 1/06 (I 1/06)	Effective September 14, 2006
Amended by Inspector's Order 1/07 (I 1/07)	Effective October 10, 2007
Orders of the Inspector of Independent Schools	

Report requirements for certificate

1. When an authority which is incorporated under the *Society Act* or the *Business Corporations Act* makes an application for issuance or renewal of a certificate of group classification pursuant to section 4 of the *Independent School Act*, the authority must be in compliance with the provisions of the *Society Act* or the *Business Corporations Act* relating to annual reports and financial statements.

[am. I 2/04]

Records submission

2. *REPEALED*, by I01/07, effective October 10, 2007.

Data submission

3. (a) An authority must accurately complete
- (i) Ministry of Education Form 1602 entitled "Independent School Authority Information Data Collection Form",
 - (ii) for each independent school operated by an authority, Ministry of Education Form 1601 entitled "School Data Collection Form",
 - (iii) Ministry of Education form 1701 entitled "Student Data Collection Form" for each educational program that the student is enrolled in and for each child registered as a child being educated at home,
 - (iv) for each independent school for which it holds a certificate of group 1, 2 or 4 classification, Ministry of Education Form I-2001 entitled "Independent School Teacher and Principal Information Form" for each teacher and principal in the school, including his or her respective social insurance number,
 - (v) for each independent school for which it holds a certificate of group 1 or 2 classification, Ministry of Education Form 4522 entitled "Form ES-Audit",
 - (vi) for each independent school for which it holds a certificate of group 1 or 2 classification, the Ministry of Education Form entitled "Direct Deposit Payment Request", and
 - (vii) for each independent school for which it holds a certificate of group 1 classification, the Ministry of Education Form entitled "Statement of per Student Operating Costs".

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- (b) The forms required by this section must be submitted to the inspector in accordance with the instructions set out
- (i) in the "Forms Completion Instructions for Independent Schools" for Forms 1601 and 1701,
 - (ii) in the "Independent Schools Forms Completion Instructions" for Form I-2001,
 - (iii) in the "Forms Completion Instructions for Independent School Authorities" for Form 1602, and
 - (iv) in the "Form ES-Audit Completion Instructions".

[en. I 2/92; am. I 1/93; am. I 1/06]

4. [Spent]